



# DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

## UNEMPLOYMENT INSURANCE EMPLOYER NEWSLETTER

UC-700 (5-13)

JUNE 2013

### **DO YOU WANT TO LOWER COSTS & IMPROVE EFFICIENCY WHILE REDUCING FRAUD?**

The Arizona Internet Response Module for Employers (IRME) is an Internet-based application that gives employers the option to respond to Unemployment Insurance (UI) Benefit Wage/Earnings Audits electronically rather than by paper-based mail. To do so, employers use the Department's secure IRME Web site to report wages earned during a particular UI benefit week, then IRME processes the wage data directly into the Department's Benefit Audit, Reporting and Tracking System (BARTS). IRME provides:

- **Accuracy:** Electronically filed responses have fewer errors than paper-based responses.
- **Efficiency:** Increases the timeliness of responses.
- **Savings:** Reduces UI fraud, eliminates postage costs, and decreases staff time processing audits manually.
- **Convenience:** Choose to receive notification of a pending Wage/Earnings Audit electronically via email.
- **Security:** Information is transmitted over secure lines to ensure confidentiality. Your password is changed each quarter.
- **Proof of Filing:** Electronically create a document of the completed Wage/Earnings Audit for your records.

You have the option of printing and mailing the paper Wage/Earnings Audit form or responding electronically through IRME. Either way, you have 10 days from the date of the email or the date printed on the notice mailed to you to respond to the requested information.

Please review the form carefully and complete all entries appropriately. If your payroll schedule is different from the seven-day calendar week requested on this form, you may have to use your daily wage records to complete the requested information. The claim week begins on Sunday and ends on Saturday.

To receive and/or respond to New Hire and Quarterly Wage/Earnings Audits via the Internet instead of regular U.S. Postal Service mail, go to the UI Tax Web site at [www.azuitax.com](http://www.azuitax.com), "Online Services" section, and select the link titled "IRME - Respond to a UI Benefit Wage Audit Notice."

### **POSSIBLE NEW UNEMPLOYMENT LAW CHANGES**

#### **• Penalties for Untimely and/or Inadequate Responses to Unemployment Claim Notices**

If passed, House Bill 2173 will amend Arizona Revised Statutes (A.R.S.) Section 23-727 to require all Arizona employers to provide timely and adequate responses to written requests from the Department for information related to an unemployment claim or risk penalties.

When a former employee files an unemployment claim and the Department sends you a Notice to Employer (Form *UB-110*), you should respond within the specified time and provide sufficient information to enable the Department to determine the claimant's eligibility and also determine whether your account can be relieved of charges.

When an employer demonstrates a pattern of failing to respond or failing to respond with adequate information to claim notices, and this failure causes erroneous benefit payments, the employer's account will incur a penalty of not being relieved of charges on any claims for a one-year period.

A "pattern of failing" means five or more documented failures, or documented failures in more than five percent of requests to an employer or employer's agent, whichever is greater, to make timely and adequate responses within a one-year period. If an employer is represented by an agent, the number of requests used to establish a pattern of failure is specific to an individual employer's account.

Remember, unemployment benefit charges can and will affect your annual UI Tax rate. It is very important to protest the payment of benefits when the claimant voluntarily quit your employ or was discharged for misconduct. If you do not protest, you will lose all further protest rights on the claim.

#### **• Base Period Notification Change**

House Bill 2173 would also amend A.R.S. Section 23-772(B) to read: "All BASE PERIOD employers of a claimant for benefits shall be promptly notified when a claimant files a PAYABLE CONTINUED claim for benefits during a period of unemployment." This means that the Notice to Employer (*UB-110*) will no longer be mailed at the time the claimant files an initial claim for benefits, but rather when the claimant is monetarily eligible and files a claim for a payable week.

**YOU CAN HELP PREVENT UNEMPLOYMENT FRAUD** – Report your new hire information to the State Directory of New Hires at [www.az-newhire.com](http://www.az-newhire.com). We use the New Hire data to identify claimants who return to work and fail to notify the Unemployment Claims Office. **HELP US PREVENT THESE OVERPAYMENTS AND REDUCE TAX RATES FOR ALL EMPLOYERS.**

See reverse for EOE/ADA/LEP/GINA disclosure.

## REPORTING CHANGES TO YOUR ACCOUNT

It is extremely important that the Department has the most current address and business status information on your UI Tax account. If you need to report a change in your business's mailing address, physical address, and/or the address where the unemployment benefit claims Notice to Employer (Form *UB-110*) is to be mailed, you should use the Report of Changes (Form *UC-514*). This form is also used to advise the Department of any modifications to your business structure.

You must promptly report any changes in ownership, legal form, operation, payroll method, or address of your business. If you fail to do so, it could result in additional costs to you later.

A Report of Changes form is enclosed with the UI Tax filing forms (*UC-018* and *UC-020*) the Department mails to employers every quarter. It is also available in the Forms section of the UI Tax Web site at [www.azuitax.com](http://www.azuitax.com), or may be obtained via the UI Tax phone fax line. To order forms via fax, phone (602) 771-6606 and follow the directions to obtain the form(s) you wish. NOTE: To receive a form ordered from this number by fax, you must call from a fax line.

### UI Tax Office Mailing & Physical Addresses:

P.O. Box 6028, Phoenix, AZ 85005-6028  
4000 N. Central Ave., Ste. 500, Phoenix, AZ 85012  
Website: [www.azuitax.com](http://www.azuitax.com)

**Employer Accounting Unit:** 602-771-6601  
**Fax:** 602-532-5562  
**Email:** [uitaccounting@azdes.gov](mailto:uitaccounting@azdes.gov)  
Unemployment Tax and Wage Report (Form *UC-018*)

**Employer Registration Unit:** 602-771-6602  
**Fax:** 602-532-5539  
**Email:** [uitstatus@azdes.gov](mailto:uitstatus@azdes.gov)  
Registration of new employers or acquisition of existing businesses (Form *JT-1/UC-001*); changes to existing accounts (Form *UC-514*)

**Experience Rating Unit:** 602-771-6603  
**Fax:** 602-532-5564  
**Email:** [uitexperience@azdes.gov](mailto:uitexperience@azdes.gov)  
Determination of Unemployment Tax Rate (Form *UC-603*) and Benefit Charge Notice (Form *UC-602*)

**Collections Unit:** 602-771-6604  
**Fax:** 602-532-5536  
**Email:** [uitcollections@azdes.gov](mailto:uitcollections@azdes.gov)  
Past due payments; payment scheduling; lien or levy information

Field Audit Offices	Phone Number	Fax Number
Phoenix:	602-771-2999	602-532-5541
Mesa:	602-771-6959	480-890-7117
Tucson:	520-628-6820	520-628-6826
Prescott:	928-277-2810	928-277-2704
Sierra Vista:	520-458-7166	520-452-9028
Flagstaff:	928-214-2577	928-214-2578

## SAFE & SECURE ONLINE FILING

**SAVES TIME & POSTAGE**  
**ENSURES ACCURATE REPORTING**  
**ELIMINATES EXCESS PAPERWORK**  
**HELPS PREVENT LATE PENALTIES**

To **USE TWS** (the Arizona Internet **T**ax and **W**age **S**ystem), you must have an active UI account as a Rated or Reimbursement employer, but more information on TWS is available to everyone. Visit [www.azuitax.com](http://www.azuitax.com), Online Services section, TWS link, then select either the Additional Information and Instructions link or the Login button.

To **LOGIN**, enter your Arizona UI Tax account number and TWS password, printed in the upper right area of your quarterly *UC-018* form (your password changes every quarter). For password assistance, phone the Employment Administration Help Desk at (602) 542-2460.

On TWS, you can **FILE A WAGE REPORT** (up to 999 employees) **OR A ZERO-WAGE REPORT** indicating you had no employees and paid no wages. **If you file all UI-liable quarters of a calendar year online, TWS will accurately compute your taxable and excess wages and tax due every quarter automatically.**

**MAKE AN ELECTRONIC PAYMENT** in any amount, either along with your report or as a payment only, or file your report electronically and pay by paper check or money order.

You will receive immediate **CONFIRMATION** when your report has been filed and/or electronic payment has been accepted. **CHECK OUT TWS AT [www.azuitax.com](http://www.azuitax.com) TODAY!**

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact the UI Tax office at 602-771-6606; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Ayuda gratuita con traducciones relacionadas a los servicios del DES está disponible a solicitud del cliente.